



TOWN OF TEWKSBURY
COUNCIL ON AGING/SENIOR CENTER
175 CHANDLER STREET
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VIRGINIA DESMOND, CHAIR
JOEL DEPUTAT, VICE-CHAIR

ASHLEY STUART, DIRECTOR
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Meeting Minutes
February 18, 2015

The meeting was called to order by Virginia Desmond, at 12:37 p.m. at the Tewksbury Senior Center.

Members Present: Joel Deputat, Marie Durgan, Joan Unger (late arrival), Arlene Wright, Kathy Walsh, and Patty Sasso.

Members Absent: Lorene Patch, Peg Keefe, Joanne Aldrich, and Paul McNaught

Others Present: Ashley Stuart, COA Director, Janice Conole, Melissa Johnson, Recording Secretary, Richard Montuori, Town Manager, and Denise Graffeo, Town Clerk.

Also present was Cynthia Trudeau.

Ms. Desmond welcomed Ms. Walsh as a new member.

ELECTION OF OFFICERS:

Ms. Desmond explained the process for the election of officers and noted that votes cannot be taken by secret ballot and that each member must state their vote.

Ms. Desmond opened the nominations for Chair. Mr. Deputat nominated Ms. Desmond.

MOTION: Mr. Deputat made the motion to elect Virginia Desmond as Chair of the Council on Aging; seconded by Ms. Walsh and the motion carried 6-0 by a roll call vote.

Ms. Desmond opened the nominations for Vice-Chair. Ms. Walsh nominated Mr. Deputat as Vice-Chairman.

MOTION: Ms. Walsh made the motion to elect Joel Deputat as Vice-Chairman of the Council on Aging; seconded by Ms. Sasso and the motion carried 6-0 by a roll call vote.

Ms. Desmond opened the nominations for Clerk. Mr. Deputat nominated Ms. Unger as Clerk.

MOTION: Mr. Deputat made the motion to elect Joan Unger as Clerk of the Council on Aging; seconded by Ms. Sasso and the motion carried 6-0 by a roll call vote.

Ms. Desmond opened the nominations for Treasurer. Mr. Deputat nominated Ms. Patch as Treasurer.

MOTION: Mr. Deputat made the motion to elect Lorene Patch as Treasurer of the Council on Aging; seconded by Ms. Wright and the motion carried 6-0 by a roll call vote.

12:41 p.m. – Ms. Unger arrived.

1. Approval of Meeting Minutes – November 19, 2014 and December 17, 2014

MOTION: Ms. Durgan made the motion to approve the November 19, 2014 and December 17, 2014 meeting minutes; seconded by Ms. Wright and the motion carried 6-0-1. Mr. Deputat did not take part in this vote as he was not present at the December 17, 2014 meeting.

2. Finances

a) List of invoices processed since December 17, 2014

Mr. Deputat inquired about the charges to New England Wood Systems and Ms. Stuart explained that this is the formula grant for the cabinetry in the "servery" area.

b) FY15 Budget Report

Mr. Deputat read the budget report aloud. The total available operating budget as of February 18, 2015 is \$14,249.58; with \$23,270.74 being encumbered.

Mr. Deputat asked when the deficit of -\$797.41 in communications will be addressed and Ms. Stuart explained that it will be held until the end of the year and paid with any remaining funds.

Mr. Deputat asked if the \$11,354.92 in repairs and maintenance has been spent and Ms. Stuart noted that most of it has been accounted for. Mr. Deputat asked where the funds to clear the snow from the roof were obtained and Ms. Stuart explained that the funds to clear the snow from the roof came from the revolving fund.

MOTION: Mr. Deputat made the motion to approve the operating budget report through February 18, 2015; seconded by Ms. Unger and the motion carried 7-0.

3. Announcements and Correspondence

a) Upcoming Events:

- Wednesday, February 18, 2015 – COA Board meeting 12:30 p.m.
- Thursday, February 19, 2015 – Foot Care Clinic from 9:00 a.m. – 3:30 p.m. AARP tax assistance beginning at 10:00 a.m. and Red Hat Anniversary party from 6:00 – 9:00 p.m.

Ms. Desmond discussed the success of the foot clinic and noted that she is pleased with the services that are being provided.

- Monday, February 23, 2015 – DJ Jon afternoon dance beginning at 11:30 a.m. The cost is \$6 per person. Advanced reservations include lunch

Discussion took place on the low turnout at the Valentine's Day dance due to the weather.

- Tuesday, February 23, 2015 – Representative Jim Miceli office hours from 9:30 a.m. – 11:00 a.m. Barbara L'Italien office hours from 10:00 a.m. – 11:00 a.m. AARP tax assistance beginning at 10:00 a.m.
- Thursday, February 26, 2015 – AARP tax assistance 10:00 a.m.
- Friday, February 27, 2015 – COA Board member training from 9:30 a.m. – 12:30 p.m.

4. Unfinished Business

a) Building Use Policy

Ms. Stuart provided the members with a copy of "Application for After Hours Building Use". Mr. Deputat asked if the policy that the Board presented to the Town Manager has been reviewed and/or approved. Ms. Stuart explained that the application is a condensed version of the policy and includes only the pertinent information. Mr. Deputat discussed the Sons of Italy's recent use of the building and the telephone call he received stating that the building was left in poor condition. Discussion took place on the \$75 janitorial fee that is charged when food is served and who that fee is paid to. Ms. Stuart explained that the fee can be paid to either Bob Noel or whoever else cleans the building after that particular event. Ms. Stuart and Ms. Conole both noted that the building was in fact left in poor condition after the Sons of Italy event. Ms. Sasso suggested a security deposit be

put in place and refunded if the group cleans the building after the event. Ms. Desmond cautioned against this as it may make some groups no longer want to use the center due to the high cost.

Mr. Deputat asked why the Council is being asked to approve an application and why the policy has not been approved. Ms. Stuart explained that the five pages that were presented for the policy was extensive and it was felt that someone using the building would likely not read all five pages. Mr. Deputat requested the policy that was previously presented be reviewed and noted that he feels a policy book should be in place. Ms. Unger agreed and noted that the application is good for the groups using the building; however, a policy should still be put in place for those that visit the center daily. Mr. Montuori explained that he feels the application is a better idea and expressed concerns with groups who currently use the building being impacted if a policy was put in place. Ms. Stuart noted that she feels a building policy is a great idea; however, it should more address daily behaviors, procedures, dress codes, etc. Mr. Montuori and Ms. Stuart will work on the policy.

Ms. Trudeau asked who oversees the building prior to its use to ensure it is clean prior to the event and who checks the buildings after as there are many areas that are not currently clean. Ms. Stuart noted that she, Ms. Conole, and Mr. Noel are typically in the building daily.

Mr. Deputat asked if Mr. Noel is currently out of work and Ms. Stuart explained that Mr. Noel is out on extended leave. Timothy Sullivan from the DPW and Sandy Ryan have been helping out at the center in Mr. Noel's absence. Discussion took place on the cleaning and maintenance of the senior center and the condition of the craft rooms. Mr. Deputat noted that a maintenance schedule was put together by the previous director. Ms. Stuart explained that the schedule is not feasible for one person to do and discussed some of the duties currently done by Mr. Noel and her desire to see him do more productive things for the center. Ms. Stuart noted that Mr. Noel also spends a great deal of his time assembling tables and chairs for events. Discussion took place on volunteers assisting with the assembly of tables and chairs and Ms. Conole noted that she takes the volunteer applications and many of the applications received are from the elderly who would be unable to assemble the tables and chairs. It was suggested to see if this is something the high school students could assist with. Ms. Conole noted that the veteran's agent has a volunteer assisting her who has helped out during Mr. Noel's absence when Mr. Sullivan was unable to. Mr. Montuori discussed the size of the senior center and explained that he would like to find a way to budget funds for cleaning of all municipal buildings. Mr. Montuori will work with Ms. Stuart on this.

MOTION: **Mr. Deputat made the motion to incorporate the draft Application for After-Hours Building Use into a comprehensive policy handbook and proceed with both; seconded by Ms. Durgan and the motion carried 7-0.**

Chairlift

Mr. Montuori explained that he is still going back and forth with Garaventa regarding the chairlift. Garaventa is stating that the town still owes them \$10,000 from the installation. Representative Miceli's office has been working on the inspection fees portion.

Mr. Deputat asked if there is any new information on moving the light switch to outside of the office and Mr. Montuori noted that he has not yet had the opportunity to research this matter further.

Ms. Desmond asked if the breakdown of the Applefest funds has been presented as previously requested by Ms. Wright and Ms. Stuart noted that she is still working on this.

Discussion took place on the proposal to introduce a salad bar at the center. Ms. Stuart explained that the salad bar would require someone to be Serv-Safe at all times. Ms. Stuart would like both herself and Ms. Conole to complete the Serv-Safe certification.

Lowell Regional Transit Authority (LRTA)

Ms. Stuart explained that she met with representatives from the LRTA and they have offered a van to the center free of charge, without a driver. The van would be a retired Road Runner van that can be operated by volunteers if owned by the town. Ms. Stuart continues to work on this matter. Mr. Deputat asked how much the town pays to the LRTA and Mr. Montuori noted that he would have to review the assessment to provide this information. Ms. Stuart noted that there are State mandates regarding the conditions of the vehicles. Mr. Montuori suggested starting here to see if there is an interest and monitoring to see if there is an interest. Ms. Walsh asked if training is needed and Ms. Stuart explained that a CDL is not required as it is a 14 passenger van.

Master Plan

Ms. Sasso, Ms. Unger, and Ms. Wright attended the interview for the Master Plan. The interview discussed the growth of the town and what each person feels would attract people to Tewksbury.

Outreach

Ms. Desmond noted that Ms. Stuart has been doing outreach and thanked her for this. Ms. Desmond asked if there are any other cases Ms. Stuart is aware of. Ms. Stuart explained that there is nothing noteworthy; however, she is unable to discuss specifics.

Mr. Deputat asked if anything is being done to attract the younger seniors and Ms. Stuart noted that she can provide some information on this.

Ms. Desmond asked if there was any other unfinished business.

5. New Business

Mr. Deputat noted that the Rotary Club will be holding its Annual Taste of the Town at the Tewksbury County Club on April 1, 2015.

It was noted that the Golden Age Club is booking its trip to Villa Roma in the Berkshires, New York. The trip will take place from May 12, 2015 – May 15, 2015. Contact Rose McKenna for details.

Ms. Unger noted that the Garden Club is hosting a trip to the flower show in Rhode Island on Friday, February 20, 2015. The trip includes dinner at an Irish Pub.

Adjourn.

MOTION: Ms. Durgan made the motion to adjourn at 1:59 p.m.; seconded by Mr. Deputat and the motion unanimously carried 7-0.

Approved: April 15, 2015

**Documents Discussed and/or Presented
February 18, 2015**

- 1) **COA Meeting Agenda Handout**
A copy can be found with the Council on Aging Director or the Recording Secretary.
- 2) **Meeting minutes of November 19, 2014 and December 17, 2014**
A copy can be found with the Council on Aging Director or the Recording Secretary.
- 3) **Munis Report through February 8, 2015**
A copy can be found with the Council on Aging Director or the Finance Director
- 4) **Application for After Hours Building Use**
A copy can be found with the Council on Aging Director
- 5) **Brief History of Council on Aging Completed by Dr. Aldrich**
A copy can be found with the Council on Aging Director or Dr. Joanne Aldrich